

Total Workforce Management Services (TWMS) Quick User Guide

My IDP



Periodic updates to the My IDP module may not be reflected in this document.

Managing Your IDP in TWMS

The Individual Development Plan (IDP):

- is a document created by you and your supervisor to address training and career plans
- serves as the "blueprint" for all short-term and long-term training and developmental actions which will enhance your performance and career goals
- is a living document, and should be reviewed by you and your supervisor as changes are made due to progress of your

TWMS allows both you and your supervisor to develop your IDP by writing specific goals, objectives, and selecting training course titles and/or documenting developmental activities that will support them. The selected course titles and developmental activities should enhance the skills and knowledge in your present position and your future career goals. Course titles are selected from the TWMS Course Catalog and function as the prompt to enroll in the selected course(s). Requests for training are to be in accordance with this plan and subject to funding availability. Developmental activities are manually typed into the IDP and are not courses or programs. Developmental activities are specific activities, events, conferences, actions, etc. for you to participate in. Note: Approved SF182 forms,


Accessing Your IDP

You can initiate your own IDP form through your TWMS self-service. If your supervisor has already initiated your IDP then you will have received an email notifying you to review it. Contact your local command for further guidance.

To access your IDP from self-service:

1. Go to your self-service and then click the **My IDP** button on the Tools/Actions menu.

Navigation:
Logout
Assignment/Position Info
Benefits/Leave Info
Pay Info (MyPay)
Training/Educ/Cert & Skills
Personal/Recall Information
Security Clearance Info
SF50s/Work History
IA Workforce Info
Awards Info
Acquisition Workforce Info
Assigned Assets
Tools/Actions:
Daily Muster
Employee Locator
Online Training & Notices
OPNAV 5239/SAAR-N Form
SF182 Training Request
My IDP
VSP Survey
Telework Request
Uploaded Documents
Information:
Contact Us/Help
Correcting your Data
Data Update Status
User Guide
Privacy Act Statement

NAME		OFFICIAL RECORD UIC/ORG		ASSIGNED-MUSTER UIC/ORG		EMPLOYEE TYPE	
CAYCE, EDGAR SR		DEMO1 / N02		DEMO1 / N60V		CIVILIAN-APP	
TITLE		PAY PLAN/SCHED		SERIES	GRADE/BAND		TARGET
MANAGEMENT ANALYST		ES		0343	10		10
GENERAL INFORMATION							
EMPLOYEE STATUS:		Active - On Board		WORK SCHEDULE:		Full Time	
TELEWORK ELIGIBLE:		NOT SURVEYED		WEEKLY HOURS:		40	
TELEWORKING:		YES		TELEWORK SHIFT:		N/A	
WORK SHIFT:		<div><div></div></div>		WORK SHIFT TYPE:		<div><div></div></div>	
APPOINTMENT TYPE:		Competitive - Career-Conditional		TENURE GROUP:		2 - Conditional	
PAYROLL ORG CODE:		714		PAY RATE DEFINITION:		(0) Regular Rate	
VETERANS PREF:		None		VETERANS PREF RIF:		None	
VETERAN STATUS:		Not A Veteran		ANNUITANT STATUS:		Not Applicable	
SPECIAL PROGRAM ID:		Not Applicable		TRAINING PROGRAM ID:		Not Applicable	
IMMEDIATE SUPERVISOR							
 SUPERVISOR NAME:		WOLFE, MICHAEL C		ORG CODE:		N62	WORK PHONE: 619-532-4365
WORK LOCATION							
BASE LOCATION:		New Orleans, LA, United States			<div>Select</div>		
BUILDING:		791	FLOOR NUMBER:	<div><div></div></div>	ROOM NUMBER:		543
					CUBICLE (SPACE):		
IMPORTANT DATES							
SCD LEAVE:		9/12/1997	SCD CIV:		9/12/1997	SCD RIF:	
DATE LAST PROMOTED:		12/14/2003	LAST EQUIVALENT DATE (LEQ):		12/14/2003	WGI ELIGIBLE DATE:	
DATE EOD NAVY/USMC:		7/6/1998	DATE EOD CURRENT COMMAND			DATE START PRESENT POSITION:	
DATE PROB TRIAL PERIOD ENDS:		N/A	DATE CONVERSION TO CAREER DUE:		10/3/2007	DATE SUPV/MGR PROBATION EXPIRES:	
DATE TEMP PROMOTION EXPIRES:		N/A	DATE TEMP REASSIGNMENT EXPIRES:		N/A	DATE SES PROBATION EXPIRES:	
DATE LWOP EXPIRES:		N/A	DATE VRA CONVERSION DUE:		N/A	CAREER PROMOTION ELIGIBLE DATE:	
DATE TEMP APPOINTMENT EXPIRES:		N/A	DATE LIMITED APPOINTMENT EXPIRES:		N/A	DATE RECRUITMENT RELOCATION AGR EXPIRES:	
DATE OVERSEAS TOUR EXPIRES:		N/A	LQA EFFECTIVE DATE:		N/A	DATE APPOINTED TO EXEC SVC:	

Update



Reset

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Accessing Your IDP

Your IDP form now opens in a new window. The form contains up to ten sections divided by tabs which helps to both organize the information and communicate changes between you and your supervisor. The first tab, "Position Information", is the default view and is shown below. Information displayed here is read-only.

Click here to collapse or expand general information regarding your IDP. Your demographic information pulled in from your TWMS record is displayed in the header. The status of the IDP is shown here. New IDPs have no status. This IDP form shows ten tabs. Your position information pulled in from your TWMS record is displayed here. DAWIA information is displayed here as required for your position. External links pertaining to competencies or other development activities are listed here.

 **Individual Development Plan** 

The Individual Development Plan (IDP):

- is a document created by an employee and his/her supervisor to address training and career plans
- serves as the "blueprint" for all short-term and long-term training and developmental actions which will enhance the employee's performance and career goals
- is a living document and should be reviewed by the employee and supervisor as changes are made due to progress of the employee's professional development and changes or revisions in career objectives

TWMS allows both the employee and their supervisor to develop the employee's IDP by writing specific goals, objectives, and selecting training course titles and/or documenting developmental activities that will support them. The selected course titles and developmental activities should enhance the skills and knowledge in their present position and also support the employee's future career goals. Course titles are selected from the TWMS Course Catalog and function as the prompt to enroll in the selected course(s). Requests for training are to be in accordance with this plan and subject to funding availability. Developmental activities are manually typed into the IDP and are not courses or programs. Developmental activities are specific activities, events, conferences, actions, etc. for the employee to participate in.

Note: Approved SF182 forms, not this IDP, compile the employee's official record of training and academic achievements.

Employee Demographics			
Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	IN02
Assigned UIC	DEMO1	Assigned Org code	N15

2012 IDP

Status:

Position Information | Goals and Objectives | Mandatory Training | Self Assessment | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Position Level:	<input checked="" type="radio"/> Non Supervisory <input type="radio"/> Manager <input type="radio"/> Supervisor			
Organization Mailing Address:	123 Hull st., San Diego, CA 99222			
Work E-Mail:	edgar.cayce@navy.mil	Official Telephone:	(504) 555-1212	
Date Start the Position	Type of Appointment	BIN	Education Level	Supervisor Name
10-03-2004	Competitive - Career-Conditional	DEMO002	Two years college	MICHAEL WOLFE

Defense Acquisition Workforce Improvement Act (DAWIA) Requirement			
Critical Acquisition Position? (Y/N)	Key Leadership Position? (Y/N)	DAWIA Career Field	Level
N	N (Not Designated Emergency-Essential Or Key)		
Professional Competency Level	Assess Current Competencies		
0	Department of the Navy Competency Model CNIC Center for Workforce Development CNIC Competency Definitions Dec 08 DAWIA Career Development		

An IDP is for PLANNING ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

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Developing Your IDP

You can begin to develop your IDP by completing the relevant information displayed in each tabbed section. All training courses and developmental activities you add to your IDP is subject to your supervisor's approval. The sections of your IDP can be completed in any order and can also be completed at different times.

To develop your IDP:

1. Click the **Goals and Objectives** tab.

Note: For clarity, the steps listed here to develop this IDP move sequentially through the tabs from left to right. Most IDPs are developed and updated by viewing and updating the information in any of the tabs in any order as

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2012 IDP

Status:

Goals and Objectives | Position Information | Mandatory Training | Self Assessment | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Position Level:	<input checked="" type="radio"/> Non Supervisory <input type="radio"/> Manager <input type="radio"/> Supervisor			
Organization Mailing Address:	123 Hull st., San Diego, CA 99222			
Work E-Mail:	edgar.cayce@navy.mil	Official Telephone:	(504) 555-1212	
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Developing Your IDP

Write your short range goals, long range goals, and expected objectives in the respective areas of the “Goals and Objectives” tab.

2. Write your short range goals here.
3. Write your long range goals here.
4. Write your expected objectives here.
5. Click **Save**.
6. Click the **Mandatory Training** tab.

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2012 IDP

Status:

Position Information | **Goals and Objectives** | **Mandatory Training** | **Self Assessment** | **Short Range Training** | **Long Range Training** | **DAWIA Training** | **Submit/Approve** | **Communications** | **IDP History**

Short Range Goals (Summarize desired professional or career goals for the next zero to two years)

Build skills in oral and written communication.

Long Range Goals (Summarize desired professional or career goals for next three to five years)

Expected Objectives

Attend relevant courses and participate in developmental activities that will increase my communication skills.

Save

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Developing Your IDP

The “Mandatory Training” tab displays the outstanding training requirements you have as well as your completed training. If you are assigned to a billet it will show any required training and/or certifications associated with that billet. Information displayed here is read-only.

Note: Once you have saved any changes to your IDP your Status will change to “Updated”

If you have any outstanding training requirements you can click the link to take Training and certifications required of the billet you are linked to will be shown here.

All training completed within the last two years will be listed here.

7. If it is available, click the **Self Assessment** tab and follow the steps beginning on slide 18. Otherwise, go to step 8.

2012 IDP

Status: Updated

Position Information Goals and Objectives **Mandatory Training** Self Assessment Short Range Training Long Range Training DAWIA Training Submit/Approve Communications IDP History

Outstanding Required Training

ID	Requirement	Required By
2778	Bed Bugs Awareness Training	09/30/2013

Billet Required Training

Course Title	CIN	Start Date	End Date	Delivery Method	Course Hours	Direct \$ Cost
CORE WINDOWS CLIENT DEV WITH MS VISUAL STUDIO	DCPD5-326878			APF	0	

Billet Required Certifications

Qualification Id	Qualification Type	Description
		MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE)

Completed Training

	Course Title	ID /Course Number code	Due/Training End Date	\$ Cost	SF182 Approved	Date Last Modified
Detail	101: GATEWAY SHAREPOINT INTRODUCTION	71350	2012-05-17			2012-05-17
Detail	Budgeting Principles Part A	494861	2012-04-10			2012-04-10
Detail	FINANCIAL MANAGEMENT 101 TRAINING	192174	2012-03-06			2012-03-06
Detail	CLC 058 (DAU) INTRODUCTION TO CONTRACT PRICING	486762	2011-12-12	50.00		2011-12-12
Detail	CLC 024 (DAU) BASIC MATH TUTORIAL	74656	2011-12-05	50.00		2011-12-05
Detail	Testtestest	480647	2011-08-09			2011-08-09
Detail	2011 Organic Solvent Degreaser Training	421367	2011-08-08	50.00		2011-08-08
Detail	FINC7000D: INTRODUCTION TO FINANCIAL MANAGEMENT	374556	2011-06-22	50.00		2011-06-22
Detail	COUNTERINTELLIGENCE SPECIAL AGENT (MOS 97B)	34670	2011-04-07			2011-04-07
Detail	PERSONALLY IDENTIFIABLE INFORMATION (PII)	92624	2011-01-11			2011-01-11
Detail	1303 MASTERING MS VISUAL BASIC 6.0	105886	2011-01-03			2011-01-03
Detail	INTRO TO FINANCIAL MANAGEMENT	76391	2010-12-17	50.00	1	2010-12-17
Detail	(U) ADVANCED CUSTOMIZATION IN EXCEL 2003	73575	2010-12-17	50.00	1	2010-12-17
Detail	70-222 MIGRATING FROM MICROSOFT WINDOWS NT 4.0 TO MICROSOFT WINDOWS ;	68474	2010-12-17	50.00	2	2010-12-17
Detail	NAVY HOUSING REFERRAL PROGRAM	99551	2010-10-06	50.00		2010-10-06

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Developing Your IDP

The “Short Range Training” tab allows you to add, delete, or edit any Competencies/KSAs that you or your supervisor have discussed for your IDP. All Competencies/KSAs listed here are those that will be fulfilled within the next two years. As shown below, there will be no Competencies/KSAs listed if this is the first time you or your supervisor has opened this section of the IDP.

8. Click the **Add Short Range Training** button.

2012 IDP

Status: Updated

Position Information | Goals and Objectives | Mandatory Training | Self Assessment | **Short Range Training** | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified
<div><div>Add Short Range Training</div><div>Delete Short Range Training</div><div>Edit Short Range Training</div><div>Add/Edit SF182</div></div>												

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Developing Your IDP

Every Competency/KSA listed on this section of your IDP will be associated with a short range training entry. These training entries must include either a course title or a Developmental Activity to support the selected Competency/KSA. Course titles are selected from the TWMS Course Catalog while Developmental Activities are entered manually.

9. Click the Competency/KSA drop down arrow and select one for your IDP.

2012 IDP

Status: Updated

Position Information | Goals and Objectives | Mandatory Training | Self Assessment | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
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Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified
Add New Short Range Training												
	* Competency KSA	* Description of Developmental Activities	* Course Title (catalog search)	CIN (catalog search)	Priority	* Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Approve	Date Completed	Date Last Modified
		Knowledge and application of the organizations mission, vision, policies, procedures, and objectives										2012-10-10
		Knowledge of personnel management practices, policies, and procedures										
		Skill in conflict management principles and techniques										
		Skill in effective oral and written communications										
		Skill in the use of office automation, applicable software, and communications										
		Administration - Financial Management										
		Ability to apply financial management principles, metrics, and techniques as they relate to short- and long-range planning of programs and objectives										
		Ability to develop, install, or advise on financial or other management control programs for operations										

Save Short Range Training Cancel

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Developing Your IDP

After the Competency/KSA is selected then you must manually enter a description of the developmental activity or enter a partial course title or the CIN of the course title you are looking for in the TWMS Course Catalog. Only one of these need to be entered to support the selected Competency/KSA. ***Please remember that you are not enrolling in a course when selecting a course title from the TWMS Course Catalog.***

10a. Enter the course title, part of the course title, or the CIN of the course title you are looking for. You can also choose an optional training method. Go to step 11.

or

10b. In the field labeled "Description of Developmental Activities" enter a description or the developmental activity that will support the selected

2012 IDP

Status: Updated

Position Information Goals and Objectives Mandatory Training Self Assessment Short Range Training Long Range Training DAWIA Training Submit/Approve Communications IDP History

Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified
	* Competency KSA	* Description of Developmental Activities	* Course Title (catalog search)	* CIN (catalog search)		* Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Approve	Date Completed	Date Last Modified
	Skill in effective oral an		Business Writing									2012-10-10

ADD NEW Short Range Training

* Competency KSA

* Description of Developmental Activities

* Course Title (catalog search)

* CIN (catalog search)

Priority

* Anticipated Completion

Training Institution

Estimated \$ Cost

Actual \$ Cost

SF182 Approve

Date Completed

Date Last Modified

2012-10-10

Training Method:

Search Course Catalog

All items marked as * are required.
Only one of the items marked as * is required.

(Required field Anticipated Completion Date, must be within 24 month period starting in the beginning of the current fiscal year)

Save Short Range Training Cancel

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Developing Your IDP

Resulting course titles from the TWMS Course Catalog matching your search criteria will now be displayed. If there are no results then broaden your search or initiate a request to add a course title to the TWMS Course Catalog*.

12. Click the **Select** link next to the course title you want added to the short range training of your IDP.

* For more information, please refer to the "Course Title Request Form" support document located on the Documentation & Training area of TWMS:

2012 IDP

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Position Information | Goals and Objectives | Mandatory Training | Self Assessment | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified

Add New Short Range Training

* Competency KSA	* Description of Developmental Activities	* Course Title (catalog search)	CIN (catalog search)	Priority	* Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Approve	Date Completed	Date Last Modified
Skill in effective oral a		Business Writing									2012-10-10

Training Method:

Search Course Catalog

All items marked as * are required.
Only one of the items marked as * is required.

<<First <Previous Next> Last>>

8 Results -- Page 1 of 1

	course_title	CIN	delivery_method	course_hours
Select	BUSINESS WRITING - WRITING EFFECTIVE PROPOSALS	45108	WEB	1
Select	BUSINESS WRITING - THE FUNDAMENTALS	45107	WEB	1
Select	ADVANCED BUSINESS COMMUNICATION: BUSINESS WRITING FOR RESULTS	45272	WEB	1
Select	AVOIDING GRAMMATICAL ERRORS IN BUSINESS WRITING	COMM0013	WEB	40
Select	EXPLORING THE NEW BASICS OF BUSINESS WRITING	COMM0221	WEB	1
Select	Effective Business Writing	WRIT2225E	FCT	400
Select	(U) AVOIDING GRAMMATICAL ERRORS IN BUSINESS WRITING	COMM0013	WEB	40
Select	Business Writing for Results	WRIT-24000-001	CLS	8

(Required field Anticipated Completion Date, must be within 24 month period starting in the beginning of the current fiscal year)

Save Short Range Training Cancel

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Developing Your IDP

The course title will now be listed as supporting this Competency/KSA. As necessary, complete the other fields pertaining to the selected course title. Only the Anticipated Completion date is required.

13. Choose a priority for this course title, the anticipated completion date, and any cost information.

14. Click the **Save Short Range Training** button.

2012 IDP

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Position Information Goals and Objectives Mandatory Training Self Assessment Short Range Training Long Range Training DAWIA Training Submit/Approve Communications IDP History

Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified
	* Competency KSA	* Description of Developmental Activities	* Course Title (catalog search)	CIN (catalog search)	Priority	* Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Approve	Date Completed	Date Last Modified
	Skill in effective oral ar		Business Writing for Results	WRIT-24000-001								2012-10-10

Add New Short Range Training

(Required field Anticipated Completion Date, must be within 24 month period)

Save Short Range Training

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Developing Your IDP

This short range training has now been added to your IDP. You have the ability to add as many Competencies/KSAs that you feel are necessary to meet your stated short range goals and your expected objectives. Remember that all developmental activities and training courses you add to your IDP are subject to your supervisor's approval.

The added course now appears here.

15. Repeat steps 8-14 to add other Competencies/KSAs to your IDP.

2012 IDP

Status: Updated

Position Information | Goals and Objectives | Mandatory Training | Self Assessment | **Short Range Training** | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Appvl	Date Completed	Date Last Modified
<input type="radio"/>	Skill in effective		Business Writing for Results	WRIT-24000-001		2012-12-21		50.00	50.00			2012-10-10

Add Short Range Training | Delete Short Range Training | Edit Short Range Training | Add/Edit SF182

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16. Click the **Long Range Training** tab.

Developing Your IDP

The “Long Range Training” tab allows you to add, delete, or edit any Competencies/KSAs that you or your supervisor have selected for your IDP. Long range training is defined as those events projected to take longer than two years to complete. As shown below, there will be no Competencies/KSAs listed if this is the first time you or your supervisor has opened this section of the IDP.

17. Click the **Add Long Range Training** button.

your supervisor has opened this section of the




Long Range Training/Developmental Activities (3-5 years)

(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost
(Required field Anticipated Completion Date, must be after a 24 month period starting in the beginning of the current fiscal year)								
<div><div>Add Long Range Training</div><div>Delete Long Range Training</div><div>Edit Long Range Training</div></div>								

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

18. Follow steps 9-15 to add one or more Competencies/ KSAs to the long range training section of your IDP.

Position Information	Goals and Objectives	Mandatory Training	Self Assessment	Short Range Training	Long Range Training	DAWIA Training	Submit/Approve	Communications	IDP History																											
<p align="center">Long Range Training/Developmental Activities (3-5 years)</p> <p align="center">(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Competency KSA</th> <th>Description of Developmental Activities</th> <th>Course Title</th> <th>CIN</th> <th>Priority</th> <th>Anticipated Completion</th> <th>Training Institution</th> <th>Estimated \$ Cost</th> </tr> </thead> </table> <p align="center">Add New Long Range Training</p> <table border="1"> <thead> <tr> <th>Select</th> <th>* Competency KSA</th> <th>* Description of Developmental Activities</th> <th>* Course Title (catalog search)</th> <th>CIN (catalog search)</th> <th>Priority</th> <th>* Anticipated Completion</th> <th>Training Institution</th> <th>Estimated \$ Cost</th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Training Method: <input type="text"/></p> <p align="center"><input type="button" value="Search Course Catalog"/></p> <p>All items marked as * are required. Only one of the items marked as * is required.</p> <p align="center"> <input type="button" value="Save Long Range Training"/> <input type="button" value="Cancel"/> </p>										Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Select	* Competency KSA	* Description of Developmental Activities	* Course Title (catalog search)	CIN (catalog search)	Priority	* Anticipated Completion	Training Institution	Estimated \$ Cost		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost																												
Select	* Competency KSA	* Description of Developmental Activities	* Course Title (catalog search)	CIN (catalog search)	Priority	* Anticipated Completion	Training Institution	Estimated \$ Cost																												
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																												

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

19. If you are in an acquisition position and require DAWIA training then click

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Developing Your IDP

The “DAWIA Training” tab allows you to add, delete, or edit any course titles that you may require to be listed on your IDP as a member of the acquisition workforce.

Completed DAWIA training will appear here.

20. Click the **Add DAWIA Training** button.

The screenshot shows the 'DAWIA Training' tab in a software interface. It contains two tables. The first table, 'Completed DAWIA Training', has columns for Career Field, Course Title, CIN, DON DAW Priority, Date Completed, and Training Institution/Vendor. It lists two entries: CLC 058 (DAU) and CLC 024 (DAU) BASIC MATH. The second table, 'DAWIA Training', has columns for Career Field, Course Title, CIN, DON DAW Priority, Anticipated Completion, and Training Institution. Below the tables is a row of buttons: 'Add DAWIA Training', 'Delete DAWIA Training', 'Edit DAWIA Training', and 'Add/Edit SF182'. The 'Add DAWIA Training' button is highlighted with a red box, and an arrow points to it from the text '20. Click the Add DAWIA Training button.'

21. Click the Career Field drop down arrow and select the appropriate field from the list.

The screenshot shows the 'Add New DAWIA Training' form. It has columns for Career Field, Course Title, CIN, DON DAW Priority, Anticipated Completion, and Training Institution. The 'Career Field' column has a dropdown arrow. A red box highlights the dropdown menu, which is open and shows a list of career fields: Acquis Logistics, Bus, Cost Est, Fin Mgt, Category Not Identif, Contracting, Facilities Engineering, Industrial Property Management, Information Technology, Manuf & Production, Program Management, Purch & Procur Asst, Quality Assurance, SPRDE-Science & Technology Manager, SPRDE-Systems Engineer, and Test & Eval Engrng. An arrow points from the text '21. Click the Career Field drop down arrow and select the appropriate field from the list.' to the dropdown menu.

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Developing Your IDP

After choosing the career field then select the course title from the DAWIA Catalog.

22. Click the DAWIA Catalog drop down arrow and select the course title from the list.

Completed DAWIA Training

Career Field	Course Title	CIN	DON DAU Priority	Date Completed	Training Institution/Vendor
Detail	IND-105 ~ Contract Property Fundamentals			2011-12-12	
Detail	IND-200 ~ Intermediate Contract Property Administration and Disposition			2011-12-05	
Select	Information Resource Management				
	IRM-101 ~ Basic Information Systems Acquisition			Anticipated Completion	Training Institution
	IRM-202 ~ Intermediate Information Systems Acquisition				
	IRM-304 ~ Advanced Information Systems Acquisition				
	Logistics				
	LOG-101 ~ Acquisition Logistics Fundamentals				
	LOG-102 ~ Fundamentals of System Sustainment Management				
	LOG-103 ~ Reliability, Availability, and Maintainability (RAM)				

All items marked as * are required.
Only one of the items marked as * is required.

Save DAWIA Training Cancel

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

23. Select an Anticipated Completion Date.

Add New DAWIA Training

Career Field	Course Title	CIN	DON DAU Priority	Anticipated Completion	Training Institution
* Career Field	Course Title	CIN	DON DAU Priority		
Information Technology	Intermediate Information	IRM-202		11/16/2012	

Select Course from DAWIA Catalog:
IRM-202 ~ Intermediate Information Systems Acquisition

All items marked as * are required.
Only one of the items marked as * is required.

Save DAWIA Training Cancel

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

24. Click the **Save DAWIA Training** button.

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Developing Your IDP

This course title has now been added to your IDP. As before, you have the ability to add all the course titles related to DAWIA training that you feel are necessary to meet your stated short range goals, long range goals, and your expected objectives. Remember that all DAWIA training courses you add to your IDP are subject to your supervisor's approval.

The added course now appears here.



Position Information	Goals and Objectives	Mandatory Training	Self Assessment	Short Range Training	Long Range Training	DAWIA Training	Submit/Approve	Communications	IDP History
Completed DAWIA Training									
	Career Field	Course Title	CIN	DON DAU Priority		Date Completed	Training Institution/Vendor		
Detail		CLC 058 (DAU)	486762	AT&L Workforce members requesting courses required for		2011-12-12			
Detail		CLC 024 (DAU) BASIC MATH	74656	AT&L Workforce members requesting courses required for		2011-12-05			
DAWIA Training									
Select	Career Field	Course Title	CIN	DON DAU Priority		Anticipated Completion	Training Institution		
Add New DAWIA Training									
	* Career Field	Course Title	CIN	DON DAU Priority		* Anticipated Completion	Training Institution		
	Information Technology	Intermediate Information	IRM-202			11/16/2012			
Select Course from DAWIA Catalog:									
IRM-202 - Intermediate Information Systems Acquisition									
All items marked as * are required. Only one of the items marked as * is required.									
Save DAWIA Training Cancel									
An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.									

25. Repeat steps 20-24 to add other DAWIA course titles to your IDP.

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KSA Selection

Your Goals and Objectives discussed previously will help you to add KSAs to your IDP. The steps here will allow you to determine the required KSA(s) you will need based upon a pre-selected Competency and Service-Provider level within a specific Community. These KSAs can then be easily added to your IDP.

To add KSAs to your IDP:

1. Click the **Self Assessment** tab.

Note: The “Self Assessment” tab has been renamed to “KSA Selection”.

Individual Development Plan

The Individual Development Plan (IDP):

- is a document created by an employee and his/her supervisor to address training and career plans
- serves as the "blueprint" for all short-term and long-term training and developmental actions which will enhance the employee's performance and career goals
- is a living document and should be reviewed by the employee and supervisor as changes are made due to progress of the employee's professional development and changes or revisions in career objectives

TWMS allows both the employee and their supervisor to develop the employee's IDP by writing specific goals, objectives, and selecting training course titles and/or documenting developmental activities that will support them. The selected course titles and developmental activities should enhance the skills and knowledge in their present position and also support the employee's future career goals. Course titles are selected from the TWMS Course Catalog and function as the prompt to enroll in the selected course(s). Requests for training are to be in accordance with this plan and subject to funding availability. Developmental activities are manually typed into the IDP and are not courses or programs. Developmental activities are specific activities, events, conferences, actions, etc. for the employee to participate in.

Note: Approved SF182 forms, not this IDP, compile the employee's official record of training and academic achievements.

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2012 IDP

Status:

Position Information **Goals and Objectives** **Mandatory Training** **Self Assessment** **Short Range Training** **Long Range Training** **DAWIA Training** **Submit/Approve** **Communications** **IDP History**

Position Level: ☒ Non Supervisory ☐ Manager ☐ Supervisor

Organization Mailing Address: 123 Hull st., San Diego, CA 99222

Work E-Mail: edgar.cayce@navy.mil Official Telephone: (504) 555-1212

Date Start the Position: 10-03-2004 Type of Appointment: Competitive - Career-Conditional BIN: DEMO002 Education Level: Two years college Supervisor Name: MICHAEL WOLFE

Defense Acquisition Workforce Improvement Act (DAWIA) Requirement

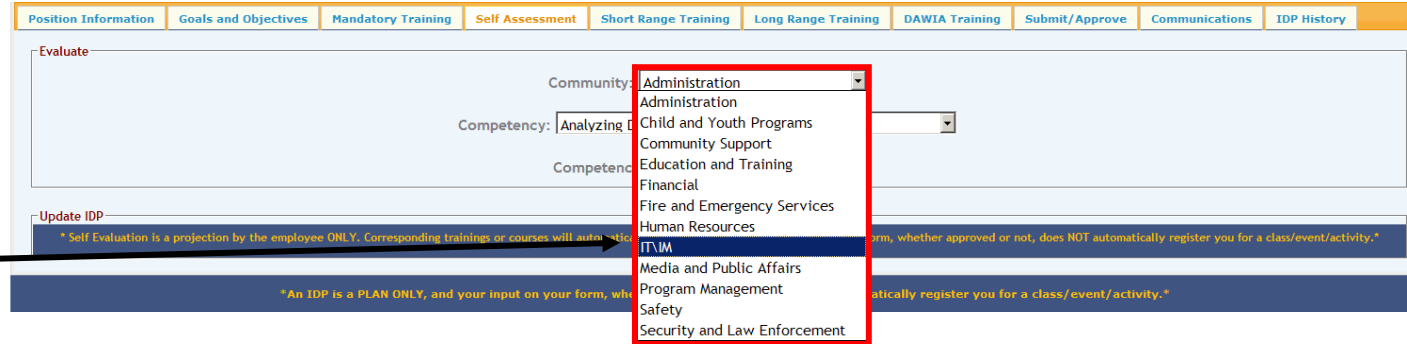
Critical Acquisition Position? (Y/N)	Key Leadership Position? (Y/N)	DAWIA Career Field	Level
N	N (Not Designated Emergency-Essential Or Key)		
Professional Competency Level	Assess Current Competencies		
0	Department of the Navy Competency Model CNIC Center for Workforce Development CNIC Competency Definitions Dec 08 DAWIA Career Development		

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

KSA Selection

Select the Community and Competency you would like to develop for your career and organizational goals.

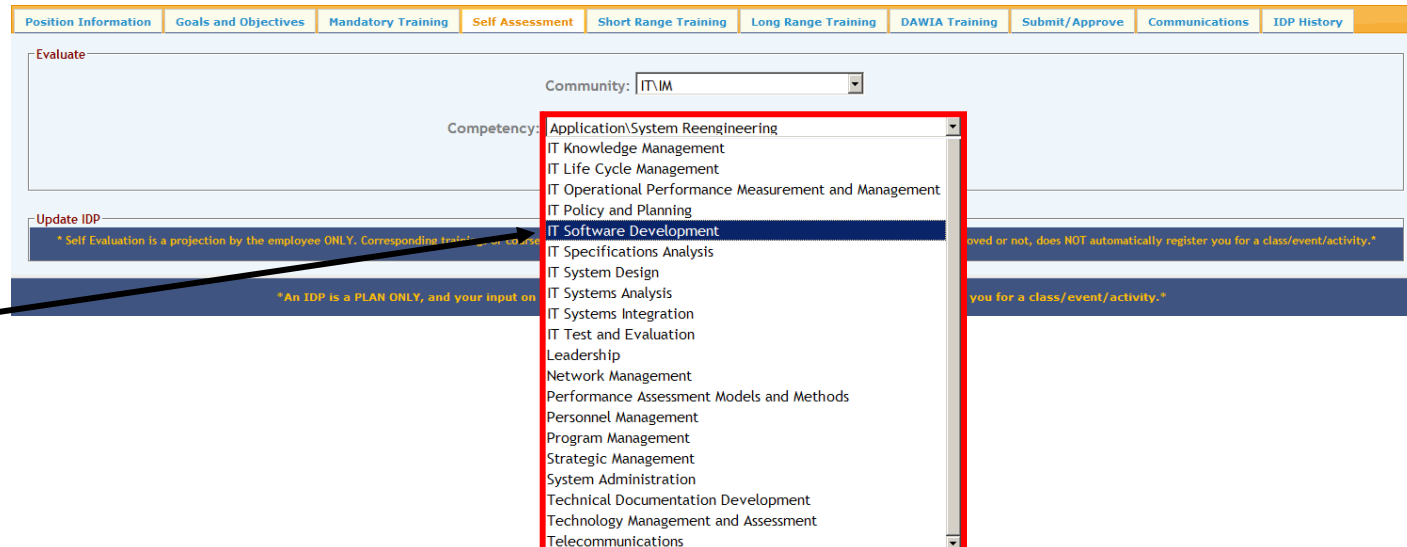
2. Select a Community.



The screenshot shows the 'Self Assessment' tab of the KSA Selection form. The 'Community' dropdown menu is open, displaying a list of communities. The 'IT\IM' option is highlighted. The 'Competency' dropdown menu is also open, showing a list of competencies. The 'Update IDP' button is visible at the bottom.

Position Information	Goals and Objectives	Mandatory Training	Self Assessment	Short Range Training	Long Range Training	DAWIA Training	Submit/Approve	Communications	IDP History
<p>Evaluate</p> <p>Community: Administration</p> <p>Competency: Analyzing Data</p> <p>Update IDP</p> <p>* Self Evaluation is a projection by the employee ONLY. Corresponding trainings or courses will automatically register you for a class/event/activity.*</p> <p>* An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*</p>									

3. Select a Competency.



The screenshot shows the 'Self Assessment' tab of the KSA Selection form. The 'Community' dropdown menu is set to 'IT\IM'. The 'Competency' dropdown menu is open, displaying a list of competencies. The 'IT Software Development' option is highlighted. The 'Update IDP' button is visible at the bottom.

Position Information	Goals and Objectives	Mandatory Training	Self Assessment	Short Range Training	Long Range Training	DAWIA Training	Submit/Approve	Communications	IDP History
<p>Evaluate</p> <p>Community: IT\IM</p> <p>Competency: Application System Reengineering</p> <p>Update IDP</p> <p>* Self Evaluation is a projection by the employee ONLY. Corresponding trainings or courses will automatically register you for a class/event/activity.*</p> <p>* An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*</p>									

KSA Selection

You can now select a Competency Level. These levels shown here range from “Service Provider” to “Executive Director” but may be different for you. The level that you select will display a list of KSAs. These KSAs are required in order to attain the selected level. Generally, as you increase the competency level the more KSAs will be required to attain that level.

4. Select a Competency Level.

All corresponding KSAs needed to attain the selected level will automatically display.

5. Select the KSAs you want to add to your IDP by clicking anywhere within the row of the KSA. To select multiple KSAs, hold down the Ctrl key while clicking anywhere within the row of a different KSA.

The screenshot shows a web application interface for KSA selection. At the top, there are several tabs: Position Information, Goals and Objectives, Mandator Training, Self Assessment, Short Range Training, Long Range Training, DAWIA Training, Submit/Approve, Communications, and IDP History. Below these tabs, there are two dropdown menus: 'Community' (set to IT\IM) and 'Competency' (set to IT Software Development). A red box highlights the 'Competency Level' dropdown menu, which is open and shows the following options: Service Provider, First Level Supervisor, Program Director, and Executive Director. Below the dropdowns is a table with three columns: Community, Competency, and KSA. The table lists 15 rows of KSAs for the IT\IM community and IT Software Development competency. A red box highlights the first six rows of the table. At the bottom of the table, there is a button labeled 'Add Selected Skills to My IDP'. Below the table, there is a section for 'Update IDP' with a text input field for 'Anticipated Completion Date:' and a button labeled 'Add Selected Skills to My IDP'. At the very bottom, there is a disclaimer: '* Self Evaluation is a projection by the employee ONLY. Corresponding trainings or courses will automatically appear in your IDP. Your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*' and another disclaimer: '*An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*'

Community	Competency	KSA
IT\IM	IT Software Development	Ability to communicate information and ideas either orally or in writing so others will understand
IT\IM	IT Software Development	Ability to identify when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem
IT\IM	IT Software Development	Ability to suggest a number of relevant ideas about a topic
IT\IM	IT Software Development	Ability to understand information and ideas presented either orally or in writing
IT\IM	IT Software Development	Knowledge of methods and practices for troubleshooting, recovering, adjusting, modifying, and improving IT system
IT\IM	IT Software Development	Knowledge of pertinent Government laws and IT regulations
IT\IM	IT Software Development	Knowledge of principles, methods, and procedures for designing, developing, optimizing, and integrating new and/or reusable systems components
IT\IM	IT Software Development	Knowledge of software design principles and methods
IT\IM	IT Software Development	Knowledge of standard coding techniques
IT\IM	IT Software Development	Knowledge of systems design standards, policies, and authorized approaches
IT\IM	IT Software Development	Knowledge of systems design tools, methods, and techniques, including automated systems analysis and design tools
IT\IM	IT Software Development	Skill in analyzing needs and product requirements to create a design
IT\IM	IT Software Development	Skill in giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate
IT\IM	IT Software Development	Skill in identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the sys...
IT\IM	IT Software Development	Skill in monitoring \assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action
IT\IM	IT Software Development	Skill in understanding the implications of new information for both current and future problem-solving and decision-making

KSA Selection

The selected KSAs will be added to your IDP. Remember that all KSAs listed will need to be satisfied in order to be competent at the selected level.

6. Enter the Anticipated Completion Date for these skills. If the date is within two years then these KSAs will be added to your Short-Range training. If the date is outside of two years then these KSAs will be added to your Long-Range training.

The screenshot shows a web interface for selecting KSAs. At the top, there is a dropdown menu set to 'Level Supervisor'. Below it is a table with three columns: 'Skill ID', 'Skill Name', and 'Description'. The table lists 15 skills related to IT Software Development. Below the table, there is a form with a red box around the 'Anticipated Completion Date' field, which contains the date '02/01/2013'. Below the date field is a red box around the 'Add Selected Skills to My IDP' button. At the bottom of the form, there is a disclaimer: '* Self Evaluation is a projection by the employee ONLY. Corresponding trainings or courses will automatically appear in your IDP. Your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*'

Skill ID	Skill Name	Description
IT\IM	IT Software Development	Ability to communicate information and ideas either orally or in writing so others will understand
IT\IM	IT Software Development	Ability to identify when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem
IT\IM	IT Software Development	Ability to suggest a number of relevant ideas about a topic
IT\IM	IT Software Development	Ability to understand information and ideas presented either orally or in writing
IT\IM	IT Software Development	Knowledge of methods and practices for troubleshooting, recovering, adjusting, modifying, and improving IT system
IT\IM	IT Software Development	Knowledge of pertinent Government laws and IT regulations
IT\IM	IT Software Development	Knowledge of principles, methods, and procedures for designing, developing, optimizing, and integrating new and/or reusable systems components
IT\IM	IT Software Development	Knowledge of software design principles and methods
IT\IM	IT Software Development	Knowledge of standard coding techniques
IT\IM	IT Software Development	Knowledge of systems design standards, policies, and authorized approaches
IT\IM	IT Software Development	Knowledge of systems design tools, methods, and techniques, including automated systems analysis and design tools
IT\IM	IT Software Development	Skill in analyzing needs and product requirements to create a design
IT\IM	IT Software Development	Skill in giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate
IT\IM	IT Software Development	Skill in identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the sys...
IT\IM	IT Software Development	Skill in monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action
IT\IM	IT Software Development	Skill in understanding the implications of new information for both current and future problem-solving and decision-making

Page 1 of 1 (16 items)

Update IDP

Anticipated Completion Date: 02/01/2013

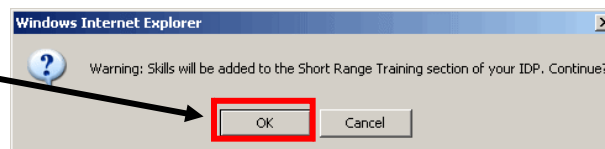
Add Selected Skills to My IDP

* Self Evaluation is a projection by the employee ONLY. Corresponding trainings or courses will automatically appear in your IDP. Your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.*

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7. Click the **Add Skills to IDP** button.

8. Click **OK**.



KSA Selection

Supporting information regarding these new KSAs on your IDP can now be completed. Refer to the section earlier in this guide to enter a developmental activity or a course title for each new KSA.

9. Select the KSA that you would like to add a developmental activity or course title for.

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Updated

Position Information | Goals and Objectives | Mandatory Training | Self Assessment | **Short Range Training** | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF 182 Aprvl	Date Completed	Date Last Modified
<input type="radio"/>	Skill in effective		Business Writing for Results	WRIT-24000-001		2012-12-21		\$0.00	\$0.00			2012-10-10
<input type="radio"/>	Knowledge of				1	2013-02-01		\$0.00	\$0.00			2012-10-16
<input type="radio"/>	Knowledge of				1	2013-02-01		\$0.00	\$0.00			2012-10-16
<input type="radio"/>	Knowledge of				1	2013-02-01		\$0.00	\$0.00			2012-10-16

Add Short Range Training | Delete Short Range Training | **Edit Short Range Training** | Add/Edit SF 182

An IDP is a PLAN ONLY, and your plan on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

10. Click the **Edit Short Range Training** button.

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Continue with step 10a or 10b – 15 beginning on slide 10.

Updating Your IDP

As you communicate with your supervisor regarding your IDP you may need to make changes to it. For example, you may need to be more descriptive about your goals and objectives or you may need to edit, add, or delete a short-range or long-range training.

To update your IDP:

1. Click the tab which contains the information you need to make changes to.

2. Select the Competency/KSA you want to edit.

3. Click the **Edit Short Range Training** button.

Note. Here we will edit a short-range training and delete another.

Individual Development Plan Status: Updated

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified
<input checked="" type="radio"/>	Skill in effective		Business Writing for Results	WRIT-24000-001		2012-12-21		\$0.00	\$0.00			2012-10-10
<input type="radio"/>	Knowledge of the				1	2013-02-01		\$0.00	\$0.00			2012-10-17

Add Short Range Training Delete Short Range Training **Edit Short Range Training** Add/Edit SF182

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

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Updating Your IDP

4. Make the necessary changes to this short-range training.

5. Click the **Update Short Range Training** button or click **Cancel** to not make any changes.

2013 IDP

Status: Updated

Position Information | Goals and Objectives | Mandatory Training | Self Assessment | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified
<input type="radio"/>	Skill in effective oral an		Business Writing for Results	WRIT-24000-001		2012-12-21		\$0.00	\$0.00			2012-10-10
<input type="radio"/>	Knowledge of the				1	2013-02-01		\$0.00	\$0.00			2012-10-17

Edit Short Range Training

* Competency KSA	* Description of Developmental Activities	* Course Title	CIN	Priority	* Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Approve	Date Completed	Date Last Modified
Skill in effective oral an		Business Writing for Results	WRIT-24000-001	1	2012-12-21		0	0			2012-10-17

Type Course Title or CIN to search catalog:

Training Method:

Search Course Catalog

All items marked as * are required.
Only one of the items marked as * is required.

(Required field Anticipated Completion Date, must be within 24 month period starting in the beginning of the current fiscal year)

Update Short Range Training | Cancel

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

6. Click the link to close this window. This window will appear each time you make a change to your IDP.

IDP Status

Current IDP Status: Updated

Close this window.

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Updating Your IDP

This Competency/KSA has now been updated with a Priority and a new Anticipated Completion date.

7. Select the Competency/KSA you want to delete.

8. Click the **Delete Short Range Training** button.

9. Click OK to confirm this deletion.

10. Click the link to close this window.



Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Updated

Position Information | Goals and Objectives | Mandatory Training | Self Assessment | **Short Range Training** | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

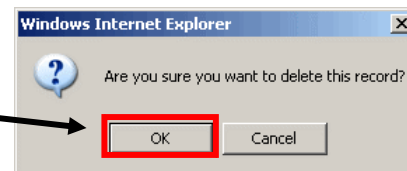
Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified
<input type="radio"/>	Skill in effective		Business Writing for Results	WRIT-24000-001	2	2012-12-28		\$0.00	\$0.00			2012-10-17
<input checked="" type="radio"/>	Knowledge of the				1	2013-02-01		\$0.00	\$0.00			2012-10-17

Add Short Range Training | **Delete Short Range Training** | Edit Short Range Training | Add/Edit SF182

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

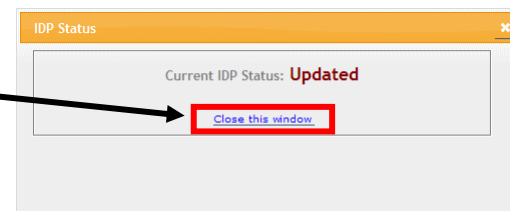
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Windows Internet Explorer

Are you sure you want to delete this record?

OK Cancel



IDP Status

Current IDP Status: **Updated**

[Close this window](#)

Updating Your IDP

This Competency/KSA has now been deleted from this IDP.



Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Updated

[Position Information](#)
[Goals and Objectives](#)
[Mandatory Training](#)
[Self Assessment](#)
[Short Range Training](#)
[Long Range Training](#)
[DAWIA Training](#)
[Submit/Approve](#)
[Communications](#)
[IDP History](#)

Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified
<input type="radio"/>	Skill in effective		Business Writing for Results	WRIT-24000-001	2	2012-12-28		\$0.00	\$0.00			2012-10-17

[Add Short Range Training](#)
[Delete Short Range Training](#)
[Edit Short Range Training](#)
[Add/Edit SF182](#)

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Linking a KSA to an SF182

Sometimes you may need to fulfill a Competency/KSA by enrolling in and taking a course offered by your local command or a vendor. Your IDP allows you to link a course title associated to a Competency/KSA from your short range or long range training to an SF182. As you may know, the SF182 allows for the necessary approvals for enrolling in a course and, in TWMS, it is electronically routed for these approvals. Once all approvers have electronically signed your SF182 then any changes to it will automatically update the short range or long range training in your IDP.

To link a short-range training record from your IDP to an

SF182:
1. Select the Competency/KSA you want to link to an SF182.

2. Click the **Add/Edit SF182** button.

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APP
Official UIC	DEMO1	Official Org code	H02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Updated

Position Information | Goals and Objectives | Mandatory Training | Self Assessment | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Short Range Training/Developmental Activities (0-2 years, 24 month period starting in the beginning of the current fiscal year)
(Priority 1 =Mission Essential or to Improve Unacceptable Performance, 2 =Professional Development, 3 =Career Enrichment)

Select	Competency KSA	Description of Developmental Activities	Course Title	CIN	Priority	Anticipated Completion	Training Institution	Estimated \$ Cost	Actual \$ Cost	SF182 Aprvl	Date Completed	Date Last Modified
<input type="checkbox"/>	Skill in effective	Business Writing for Results	WRIT-24000-001		2	2012-12-28		\$0.00	\$0.00			2012-10-17

Add Short Range Training | Delete Short Range Training | Edit Short Range Training | **Add/Edit SF182**

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Linking a KSA to an SF182

A new window will display a partially completed SF182 linked to the selected Competency/KSA. First, you will need to add the Training Start Date in order to save this SF182.

3. Enter the start date for this training.
4. Click the **Save** button.

The screenshot shows the 'SF182' form interface. At the top, there are tabs for 'Section A - Trainee', 'Section B - Trainee Course', 'Section C - Cost And Billing', 'Route SF182', and 'Upload Document'. Below these tabs are buttons for 'View/Print PDF' and 'Save'. The 'Save' button is highlighted with a red rectangle. An arrow points from the 'Save' button to the 'Training Start Date' field, which is also highlighted with a red rectangle. Another arrow points from the 'Training Start Date' field to the 'Save' button. The form contains various fields for trainee information, including 'Training Dates', 'Applicant(s) Name', 'Applicant's (UIC/OrgCode/CostCenter)', 'Position Level', 'Organization Mailing Address', 'Office Telephone', 'Work Email Address', 'Position Title', 'Does applicant need special accommodation?', 'Type of Appointment', 'Education Level', 'Pay Plan', 'Series', 'Grade', and 'Step'.

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Linking a KSA to an SF182

After you have saved your SF182 then you can complete the remaining information required to route it for electronic approval. If an SF182 Coordinator has access to your SF182s then they can also complete your SF182 and route it.

Feedback will let you know this SF182 has been saved.

3. Complete all the required information related to the training course.

4. Click the **Save** button.

Note: For more information about the steps to complete an SF182 please refer to the TWMS user guide for that topic.

The screenshot displays the TWMS SF182 form interface. At the top, a message states 'Record has been saved.' Below this, the form is divided into tabs: 'Section A - Trainee', 'Section B - Trainee Course' (selected), 'Section C - Cost And Billing', 'Route SF182', and 'Upload Document'. A 'View/Print PDF' button and a red-outlined 'Save' button are visible. The 'Section B - Trainee Course Information' section contains several required fields marked with an asterisk: 'Select Course' (with a dropdown menu showing 'Business Writing for Results WRIT-24000-001'), 'Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)' (with a text area showing 'MCW & Associates 123 Harbor Dr. San Diego, CA 92132'), 'Location of Training Site (Click here if the same as vendor address)' (with a text area showing 'MCW & Associates 123 Harbor Dr. San Diego, CA 92132'), 'Vendor Telephone Number' (with a text field showing '(619) 555-1212'), 'Vendor Email Address' (with a text field), and 'Course Number Code (CIN)' (with a text field). Below these fields, there is a 'Continued Service Agreement Expiration' section and a 'Training Objective' section (with a text area showing 'This course will enable the student to more effectively develop a wide variety of writing tasks.'). At the bottom, there is an 'AGENCY USE ONLY' section with a 'Back to List' button.

Submitting Your IDP

After you have written your goals and objectives and have added the appropriate short range, long range, and DAWIA course titles to your IDP you are ready to submit it to your supervisor for approval.

To submit your IDP:

1. Click the **Submit/Approve** tab.

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Updated

Submit/Approve

Position Information

Position Level:	<input checked="" type="radio"/> Non Supervisory <input type="radio"/> Manager <input type="radio"/> Supervisor			
Organization Mailing Address:	123 Hull st., San Diego, CA 99222			
Work E-Mail:	edgar.cayce@navy.mil	Official Telephone:	(504) 555-1212	
Date Start the Position	Type of Appointment	BIN	Education Level	Supervisor Name
10-03-2004	Competitive - Career-Conditional	DEMO002	Two years college	MICHAEL WOLFE

Defense Acquisition Workforce Improvement Act (DAWIA) Requirement

Critical Acquisition Position? (Y/N)	Key Leadership Position? (Y/N)	DAWIA Career Field	Level
N	N (Not Designated Emergency-Essential Or Key)		
Professional Competency Level	Assess Current Competencies		
0	Department of the Navy Competency Model CNIC Center for Workforce Development CNIC Competency Definitions Dec 08 DAWIA Career Development		

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Submitting Your IDP

The first step in submitting your IDP is selecting the IDP Review Phase. Be sure to add any comments that may be helpful, and check whether you are interested in having a mentor and/or a developmental assignment. After signing your IDP an email will be sent to you and, if checked, will include additional information about mentoring and developmental assignments.

The screenshot shows the 'Individual Development Plan' form. At the top, there are icons for printing, saving, and deleting. Below the title, there is a table for 'Employee Demographics' with fields for Name, Official UIC, Assigned UIC, Employee Type, Official Org code, and Assigned Org code. The form is for the year 2013 and has a status of 'Updated'. A navigation bar includes tabs for Position Information, Goals and Objectives, Mandatory Training, Self Assessment, Short Range Training, Long Range Training, DAWIA Training, Submit/Approve, Communications, and IDP History. The 'Confirmation' section contains a text box explaining the signing process. The 'Signature History' section shows the 'IDP Review phase' dropdown menu with options: Beginning of the Year, Interim, Mid-Year, and End of Year. The 'Comments' section has a text area with the text 'Please review the initial inputs I've added to my IDP. Thanks.' Below this are two checkboxes: 'Are you interested in having a mentor?' and 'Are you interested in a developmental assignment?'. At the bottom, there is a button labeled 'Employee Click here to sign'.

Employee Demographics			
Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Updated

Position Information | Goals and Objectives | Mandatory Training | Self Assessment | Short Range Training | Long Range Training | DAWIA Training | Submit/Approve | Communications | IDP History

Confirmation

By signing off the space below, the employee ratifies the content in the IDP and the supervisor confirms the approval of the IDP. Supervisor's approval of IDP does not equal to the approval of SF182 Form. Employee shall complete the SF182 approval process before taking classes that require funding.

Signature History

IDP Review phase:
Beginning of the Year
Interim
Mid-Year
End of Year

Comments:
Please review the initial inputs I've added to my IDP.
Thanks.

Are you interested in having a mentor?
Are you interested in a developmental assignment?

Employee Click here to sign

2. Click the IDP Review Phase drop down and select the appropriate phase of this IDP.

3. Add comments and select the checkboxes as appropriate.

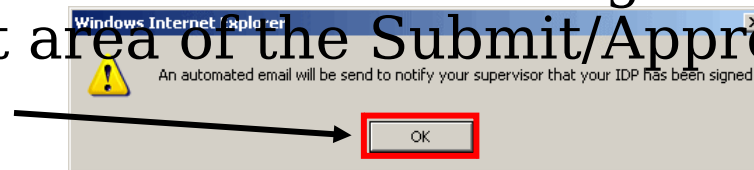
4. Click the **Employee Click here to sign**

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Submitting Your IDP

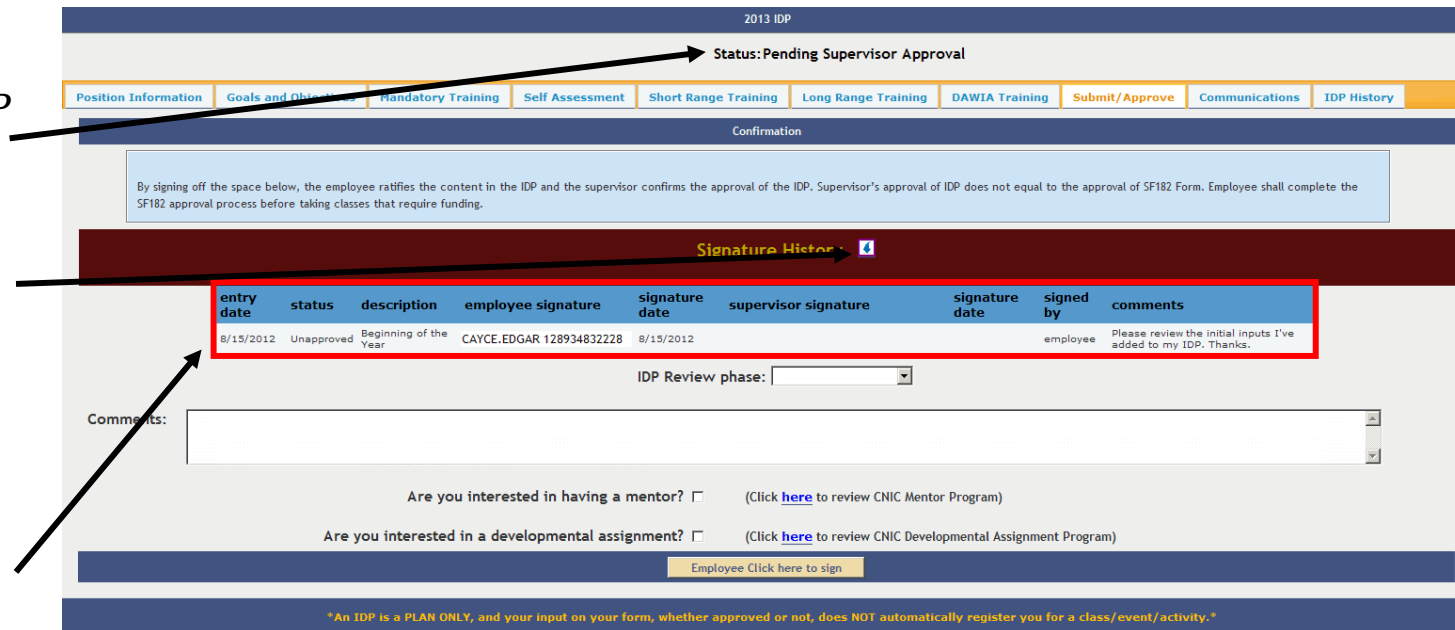
An email will be sent to your supervisor and your IDP is now ready for their approval signature. If you make additional changes before or after your supervisor signs it then the status of your IDP will change to “Updated” and you must re-submit your signature again. You can review the signature history of your IDP by expanding that area of the Submit/Approve section.

5. Click **OK**.



Note: Once you have submitted your signature then your IDP Status will change to “Pending Supervisor Approval”.

6. Click the expand link.



entry date	status	description	employee signature	signature date	supervisor signature	signature date	signed by	comments
8/15/2012	Unapproved	Beginning of the Year	CAYCE.EDGAR 128934832228	8/15/2012			employee	Please review the initial inputs I've added to my IDP. Thanks.

A running history of the signatures between you , your supervisor, and the IDP Coordinator will be shown here.

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Approval Notification

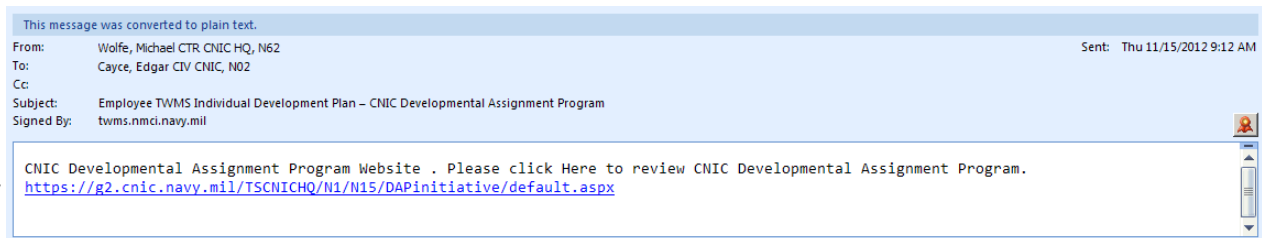
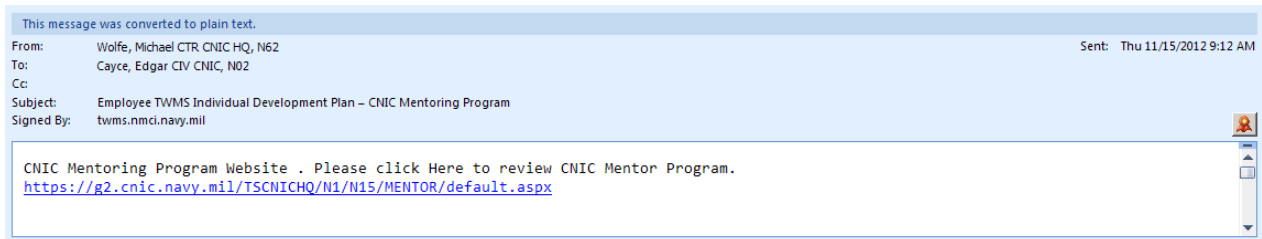
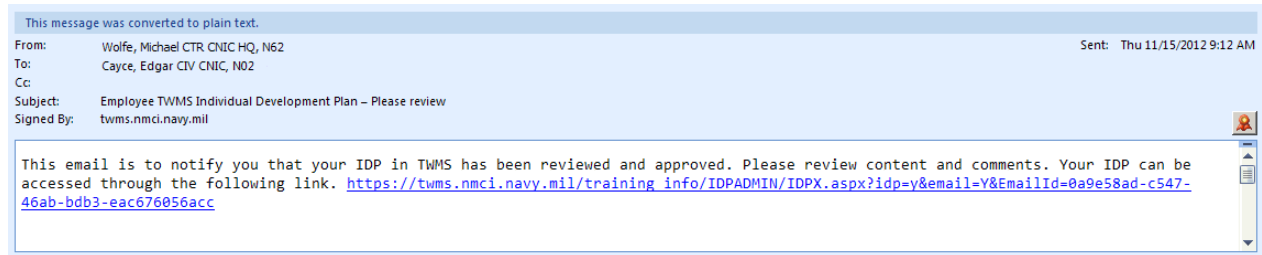
An email will be sent to you from your supervisor when they have approved your IDP. Additional emails may be sent if you or your supervisor want information about a mentoring or developmental assignment program in conjunction with your IDP.

An email will be sent to you notifying you that your IDP has been approved.

Note: Once your IDP has been approved then its status will change to "Approved".

This email will be sent if additional information is requested about a Mentoring Program.

This email will be sent if additional information is requested about a Developmental Assignment Program.



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Your IDP Messages & Transactions

It is easy to communicate with your supervisor and/or an IDP Coordinator regarding questions about or changes to your IDP. Any notes or messages you, your supervisor, or an IDP Coordinator post can be viewed in the Communications tab. You will also be able to see a history of changes and all notes relating

To write a message to others and to view changes regarding your IDP:

1. Click the **Communications** tab.

2. Write a note to your supervisor or IDP Coordinator here.

3. Click **Save**.

4. Click the expand link.
A running history of all transactions and messages relating your IDP are displayed here.

The screenshot displays the 'Individual Development Plan' interface. At the top, there's a header with icons and the title 'Individual Development Plan'. Below this is a section for 'Employee Demographics' with fields for Name, Official UIC, Assigned UIC, Employee Type, Official Org code, and Assigned Org code. The status is '2013 IDP' and 'Status: Pending Supervisor Approval'. A navigation bar includes tabs for Position Information, Goals and Objectives, Mandatory Training, Self Assessment, Short Range Training, Long Range Training, DAWIA Training, Submit/Approve, **Communications** (highlighted with a red box), and IDP History. The Communications tab shows a text area with the message 'Hi Mike, I found some additional training vendors for the writing class we spoke about last week.' and a 'Save' button (highlighted with a red box). Below this is the 'IDP Transaction History' section (highlighted with a red box), which contains a table of transactions.

idx	Created By	Date Added	Message	KSA
192115	Employee	10/17/2012 10:15:00 AM	Deleted Short Range Trainings.	Knowledge of the principles of content and records management
192060	Employee	10/17/2012 9:12:00 AM	Updated Short Range Trainings.	Skill in effective oral and written communications
192040	Employee	10/17/2012 8:11:00 AM	Updated Short Range Trainings.	Knowledge of the principles of content and records management
192037	Employee	10/17/2012 8:10:00 AM	Deleted Short Range Trainings.	Knowledge of methods and practices for troubleshooting, recovering, adjusting, modifying, and improving IT system
192038	Employee	10/17/2012 8:10:00 AM	Deleted Short Range Trainings.	Knowledge of pertinent Government laws and IT regulations
192039	Employee	10/17/2012 8:10:00 AM	Deleted Short Range Trainings.	Knowledge of systems design standards, policies, and authorized approaches
192034	Employee	10/17/2012 8:05:00 AM	Saved Short Range Trainings.	Knowledge of the principles of content and records management
192029	Employee	10/17/2012 7:49:00 AM	Deleted Short Range Trainings.	Ability to develop, install, or manage financial or other management control programs for operations
192030	Employee	10/17/2012 7:49:00 AM	Deleted Short Range Trainings.	Knowledge of processes, principles, concepts, policies, and objectives applicable to a program or administrative area

Your IDP History

You will be able to review any previous IDPs that have been archived by your supervisor or an IDP Coordinator.

To view your previous IDPs:

1. Click the **IDP History** tab.

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Updated

[Position Information](#) [Goals and Objectives](#) [Mandatory Training](#) [Self Assessment](#) [Short Range Training](#) [Long Range Training](#) [DAWIA Training](#) [Submit/Approve](#) [Communications](#) **[IDP History](#)**

Position Level: ☒ Non Supervisory ☐ Manager ☐ Supervisor

Organization Mailing Address: 123 Hull st., San Diego, CA 92222

Work E-Mail: edgar.cayce@navy.mil Official Telephone: (504) 555-1212

Date Start the Position: 10-03-2004 Type of Appointment: Competitive - Career-Conditional BIN: DEMO002 Education Level: Two years college Supervisor Name: MICHAEL WOLFE

Defense Acquisition Workforce Improvement Act (DAWIA) Requirement

Critical Acquisition Position? (Y/N)	Key Leadership Position? (Y/N)	DAWIA Career Field	Level
N	N (Not Designated Emergency-Essential Or Key)		

Professional Competency Level: 0

Assess Current Competencies

Department of the Navy Competency Model [CNIC Center for Workforce Development](#) [CNIC Competency Definitions Dec 08](#) [DAWIA Career Development](#)

An IDP is a PLAN ONLY, and your input on your form, whether approved or not, does NOT automatically register you for a class/event/activity.

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Your IDP History

Your archived IDP is for viewing or printing purposes only and cannot be altered in any way.

2. Click the expand link.

3. Click the **Select** link next to any of your IDPs you would like to view. The selected IDP will open in a new window.

Individual Development Plan

Employee Demographics

Name	CAYCE, EDGAR	Employee Type	CIVILIAN-APF
Official UIC	DEMO1	Official Org code	N02
Assigned UIC	DEMO1	Assigned Org code	N15

2013 IDP

Status: Pending Supervisor Approval

[Position Information](#) [Goals and Objectives](#) [Mandatory Training](#) [Self Assessment](#) [Short Range Training](#) [Long Range Training](#) [DAWIA Training](#) [Submit/Approve](#) [Communications](#) [IDP History](#)

IDP History

	id	created by	entry date	archive date	archived by
Select	16	MICHAEL WOLFE	10/2/2011 9:59:00 AM	7/25/2012 7:29:00 AM	MICHAEL WOLFE
Select	31931	MICHAEL WOLFE	7/25/2012 7:29:00 AM	8/8/2012 9:38:00 AM	MICHAEL WOLFE
Select	34181	EDGAR, CAYCE	8/8/2012 9:39:00 AM	8/12/2012 6:32:00 PM	MICHAEL WOLFE

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